

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

200 - HISTORICALLY UNDER-UTILIZED BUSINESSES PROGRAM OFFICE

1.1.007	84	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	O	X	PAPER, ELECTRONIC
1.1.008	974	GENERAL CORRESPONDENCE	1		1	O		O		PAPER, ELECTRONIC
1.1.057	1515	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC; AC=PURPOSE OF RECORD HAS BEEN FULFILLED
3.1.019	953	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION.
4.5	223	AGENCY EXPENDITURES BY HUB VENDORS	US		US	O		E		
4.5.002	1078	INTERNAL MANAGEMENT REPORTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
5.1.001	1097	CONTRACTS	AC+4		AC+4	O		P	X	

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X